

# Career Opportunity Information Technology Manager

Classification Level: 30

Classification Level Salary Range: \$84,075-\$136,639

Starting Salary Commensurate with Qualifications

**AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES.**

## **POSITION SUMMARY**

This position is located in the United States District Court in Detroit, MI and reports directly to the Deputy Court Administrator. The employee is responsible for managing the consolidated Information Technology Department (IT) of the entire District Court, including Probation Department and Pretrial Services Agency. This includes managing all automated systems within the Court and providing specialized expertise through introduction, application, operations, coordination and integration to all chambers and units serviced. The employee must be skilled in the application of management principles and able to select and originate effective methods and procedures to be used for the attainment of basic department objectives. The employee is also responsible for long-term strategic planning of IT resources and for the support and technological integration of the IT programs within the Court. The employee is responsible for the supervision of the entire IT staff and must possess strong interpersonal communication and managerial skills. The ability to exhibit professionalism, leadership, and vision when directing the planning, coordination and integration of all IT staff and functions is requisite.

## **REPRESENTATIVE DUTIES AND RESPONSIBILITIES INCLUDE:**

- Researches, identifies and adapts national proposed system equipment; evaluates proposed system equipment, configuration and makes recommendations; recommends placement and utilization; identifies need for supplemental equipment and works with vendors. Directs purchases of commercial software identifying alterations or custom designs. Recommends proper housing space and utilities for systems hardware. Ensures physical and logical security for systems hardware and software.
- Develops and manages the execution of implementation plans for all Court automated systems including administrative applications, electronic mail, word processing and data and telecommunications. Identifies software applications and hardware features that meet specific needs; initiates the development of these applications. Oversees the testing and evaluation of new releases of software prior to the distribution of the applications; devises security systems for hardware, software and data. Manages training programs in system use and capabilities. Maintains library of software, including documentation of locally developed material.
- Supervises, evaluates, and identifies training needs for the systems support staff. Assigns, explains, and approves work requirements to subordinate levels of supervision for current, new or changed programs, functions, goals and processes.
- Manages entire department by recommending personnel actions concerning subordinates, evaluating work performance, and assisting in the human resources programs for IT including selection, development, training, employee relations and related areas.
- Manages systems maintenance activities. Monitors in-house routine housekeeping functions. Monitors software maintenance in the form of overseeing installation of new software releases as well as local functions such as database backup and reconfiguration.
- Ensures ongoing evaluations of automated systems and existing software applications to determine use, performance, response times adequacy, quality and available capacities. Identifies, analyzes and corrects problems and makes modifications.
- Ensures safety, security and integrity of databases to include user accesses, off-site storage and security procedures. Works as part of a team to develop and manage a continuity of operations plan in the event of a major system failure or building and/or locality disaster.
- Works with judges, Court Unit Executives or designees, Deputy Court Administrator, and court unit managers to identify training needs and/or programs in the area of IT. Develops and manages Court training programs and provides advice in the effective use of automated resources.

***Announcement  
Number: 10-15***

***Posted: July 22, 2010***

***Closes: August 23, 2010***



U.S. District Court  
Eastern District of Michigan  
[www.mied.uscourts.gov](http://www.mied.uscourts.gov)

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Subject: 10-15 IT Manager

# Career Opportunity

## Information Technology Manager

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### **REPRESENTATIVE DUTIES AND RESPONSIBILITIES (CON'T)**

- Works with judges, Court Unit Executives or designees, Deputy Court Administrator and court unit managers to identify IT needs, objectives, and capabilities, including anticipation of future requirements and problems. Develops and implements short- and long-range IT improvement plans ensuring that changes can be implemented with minimal disruption. Develops and manages implementation plans for all Court automated systems including administrative application, telecommunication, video conferencing, electronic mail and word processing. Prepares special management reports as required.
- Review changes in legislation, court rules, internal operating procedures and applicable Administrative Office and government-wide directives and makes appropriate systems changes.
- Participates in district, regional and national conferences to enhance professional growth, identify best practices, and improve systems and technology support.
- Presents technical information to judges, Court Unit Executives or designees, Deputy Court Administrator, and court unit managers on automated system-related topics. Advises management in all areas of IT needs, objectives and capabilities including anticipation of future requirements and problems; manages and develops special management reports.
- Develops budget plan for the court's IT program; allocates resources to support the development of automated networks; manages the approved budget including the procurement and inventory control.
- Performs other duties as may be assigned.

### **QUALIFICATIONS**

The successful candidate must possess the following: Thorough working knowledge of theories, principles, practices and techniques of computer hardware and software, office automation, database design and data communications; ability to troubleshoot and problem solve. Experience in analyzing, evaluating and determining IT needs and planning to implement systems to meet those needs. General aptitude to learn new operating system languages and applications. Skill in training non-IT personnel in IT techniques and processes. Knowledge of the functions and processes of the court. Ability to conduct research of all available services and provide proposed solutions; ability to research, isolate and take corrective actions to applications software and hardware problems. Ability to effectively communicate orally and in writing. Skill at speaking to large groups of people including the judges' IT committee. Skill at applying existing or new principles in difficult, challenging or doubtful situations.

**Required Managerial Qualifications:** At least five years of progressively responsible administrative, technical, professional, supervisory or managerial experience in a large organization that provided an opportunity to gain: (a) Skill in developing the interpersonal work relationships needed to lead a team of employees, (b) the ability to exercise mature judgment, and (c) thorough knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to IT.

**Required Technical Qualifications:** Extensive knowledge of software Life Cycle Management to include software testing methods, practices and preventive maintenance activities. Extensive knowledge of Blade server technology, VMWare, and Storage Area Networks (SAN). Complex LAN/WAN Networking, Window and Linux Server experience to include Active Directory experience. SQL server knowledge, IIS and Apache technology. Extensive disaster recovery experience, to include off-site storage and backup technology. VoIP Phone technology. Experience in working with Level One through Level Three customer support structures. Industry knowledge of existing and emerging voice and video technologies.

**Preferred:** A bachelor's degree in computer science or related field **and** a master's degree in public, business or judicial administration. More than 5 years specialized experience. Court experience in a related field and program management experience is desirable.

### **PROCEDURES FOR APPLYING**

To be assured consideration, please submit a cover letter (include announcement number), resume **and completed application** (download from the Court website) to the address at the left of Page 1 by the close of business on Monday, August 23, 2010. **Incomplete submissions may not be considered.** E-mailed documents must be in WordPerfect, Word or PDF format. Zip files and faxes will not be accepted. Only those applicants selected for interview will be contacted. Final candidates may be asked to submit a written narrative.

#### **An Equal Opportunity Employer**

*All applicants must be a U.S. citizen or be eligible to work in the United States.  
All appointments subject to FBI Fingerprint Background Check; with periodic reinvestigation, if applicable.  
Retention depends upon a favorable suitability determination.  
All appointments also subject to mandatory electronic funds transfer.  
More than one vacancy may be filled with this announcement.*